

# How to Publish a Job for Additional Casual Staff (via Roster)

- 1 Select the **Rostering** button
- 2 Select the Department
- 3 Select the **Daily** view
- 4 Click on the timeslot you wish this shift to start from e.g. 6:30 am - which is selected as the start time in the above example
- 5 Click **Publish a Job Notification**  
StaffSync Casual Job Publishing Wizard will now open

*Note: Most of these fields will be pre-filled, only make changes if required*

- 6 Click on the date field if you wish to change the date of the job
- 7 Enter the shift start and finish times
- 8 Enter the number of workers you require
- 9 Choose the Department
- 10 Overwrite if you wish to change the job title. Note: If you have changed the date of the job, make sure you change the date here as well
- 11 Enter any notes you wish to publish for this job
- 12 Select **Next** to proceed to the next step

Steps: Notice Template Notice Details Choose Casuals Save Job

Previous 17 Next

You now need to choose which casuals you would like to notify about this job. You can add either individual casuals or groups by clicking the green "+" or by double clicking each one. If required you may also add in time delays, before the next group of casuals will be notified.

**Casuals to Notify:**  
The order they are shown in, is the order they will be notified, so you are able to drag casuals or groups up and down the list.

- Wahied Zaha** @wahiedzaha@staffsync.nz  
Time Delay: There will be a 10 minute delay before the next group is notified.
- Granville Arkwright** @granville@opanalhours

The following Filters will determine the groups/casuals that show below.

Bakery - Assistant

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13 Show our Individual Casuals (Yes) Show our Groups

15 Start a time delay of a minutes: 10 +

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13 Switch the toggle to **Yes** to show individual workers to be selected.

A If the staff member is unavailable for this shift, their details will be greyed out

14 To select workers to publish to, click on the green + icon

B Click on the red x to remove a staff member or a time delay

15 To send the job notification to additional workers at a later time, click on the grey + to add a time delay and then continue selecting the green + next to the workers you wish to notify.

16 Use the dropdown menu if you wish to publish the job to staff with other roles

17 Click **Next** to proceed to the next step

Steps: Notice Template Notice Details Choose Casuals Save Job

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Would you like us to notify any of your users when the job is assigned?  
We have the following users/emails set up with your profile, please select which one(s) you would like us to notify:

- bakery.manager@teststore.co.nz
- brettange@staffsync.nz
- butchery.manager@teststore.co.nz
- checkout.manager@teststore.co.nz
- eddie.nketiah@staffsync.nz
- grocery.manager@teststore.co.nz
- liquor.manager@teststore.co.nz
- newsworld@staffsync.nz
- seafood.manager@teststore.co.nz

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Check your job details...

Bakery - Assistant  
Thursday, 23 June 2022  
6:00 am to 5:00 pm  
New Job  
Job Role: Bakery - Assistant  
Published By: Store Manager  
To be Notified:  
• 2 preferred Casuals

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And finally... how would you like to select your casual?  
 Automatically select the first casual that responds to this job  
 Let me choose from all the positive responses received.

Publish this Job

OR...

Want to save what you have done without notifying the casuals yet? You can. Clicking the following button will save your job so you can come back to it later.

Park this job without Publishing

18 You have two options to choose how the successful worker will be selected. The default option is that you can choose from any of the positive responses you receive. The second option is that the system will allocate the job to the first worker that applies for the job – simply choose the option that meets your needs

A Check the summary of the job you are about to publish here

19 Select **Publish this Job**